

**EFFECTIVE**

April 1, 2004.

**SUBJECT**

Adult Services Manual (ASM) Policy Changes

**PURPOSE**

Independent Living Services (ILS) and Home Help Services Policy changes and manual reorganization

Physical Disability Services (PDS) Procedure changes and manual reorganization

Adult Protective Services (APS) policy updates

**INDEPENDENT  
LIVING SERVICES  
(ILS)****Activities of  
Daily Living  
(ADL) Eligibility****The home help service eligibility for payment changes are as follows:**

- Customers must require assistance with at least one qualified Activity of Daily Living (ADL) in order to be eligible for any home help service. A qualifying ADL (functionally assessed at level 3 or greater) would include any of the following:
  - an ADL functional need authorized by the FIA worker
  - an ADL functional need accomplished by equipment or assistive technology and documented by the FIA worker
  - an ADL functional need performed by another person and requiring no reimbursement
  - a request authorized as necessary through an exception made by the Department of Community Health, Central Office staff

Once an ADL has been determined to qualify, the customer is then eligible for any authorized ADL or Independent Activity of Daily Living (IADL) service.

### **Medical Needs (FIA-54A)**

#### **The Medical Needs (FIA-54A) changes are as follows:**

- The Medical Needs (FIA-54A) form may now be signed by any of the following **Medicaid enrolled** providers:
  - Physician
  - Nurse Practitioner
  - Physical Therapist
  - Occupational Therapist
- The FIA-54A must have the provider's Medicaid identification number on it to be valid.
- The FIA-54A must be completed annually at redetermination.

### **Instrumental Activities of Daily Living (IADL)**

#### **The Instrumental Activities of Daily Living (IADL's) are changed as follows:**

There are now monthly maximum limits on IADL's. There is also a new definition for shopping:

- 5 hours/month for shopping for food and other necessities of daily living
- 6 hours/month for housework
- 7 hours/month for laundry
- 25 hours/month for meal preparation

These are maximums; as always, if the customer needs fewer hours, that is what must be authorized. Hours should continue to be prorated in shared living arrangements.

**Provider Agency  
Definition and  
Rates**

Only those providers who meet the criteria for an agency should be considered for an agency hourly rate. A home help provider is considered an agency when the following criteria are met:

- A Medicaid enrolled Home Health agency, **OR**
- Has incorporated status in the state of Michigan, **and**
- Has or has applied for a tax identification number, **and**
- Employs or has subcontracts with 2 or more persons to provide home help services.

Rates continue to be frozen at the June 1, 2003 level.

**Fiscal  
Intermediary**

FIA is prohibited from making direct payments to a Fiscal Intermediary. If a provider does not meet the criteria of an agency provider, **and** does not provide the service directly as an individual provider, by default they are a Fiscal Intermediary.

**ADULT  
PROTECTIVE  
SERVICES****The Adult Protective Services policy updates are as follows:**

- The references to licensing for adult foster care (AFC) homes, homes for the aged (HA), and nursing homes have been changed to the appropriate agency.
- The Standards of Promptness (SOP) have been identified in the manual with a subsection heading.
- The guidelines for APS case readings have been defined.

**MANUAL  
REORGANIZATION****Independent  
Living  
Services/Home  
Help Services**

The HHS and ILS manuals have been reorganized in the following manner:

- ASM 312 consolidates all of the methodology information.
- ASM 313 and 314 have been deleted as a result.
- ASM 351, 352 and 353 have been consolidated into ASM 361, 362 and 363,

**Physical  
Disability  
Services (PDS)**

The PDS manual now reflects the procedures for the ASCAP PDS module, from request for authorization through payment to the vendor.

**Note:** See Adult Services Home Page on the FIA-Net for instructions.

The PDS manual also redefines what circumstance require a prior authorization.

The manual has been reorganized, deleting ASM 332.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items (content changes) ...**

**ASM 311  
ASM 312  
ASM 331  
ASM 361  
ASM 362  
ASM 363  
ASM 377  
ASM 382  
ASM 383**

**Deleted Items ...**

ASM 313  
ASM 314  
ASM 315  
ASM 332  
ASM 351  
ASM 352  
ASM 353